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Appendix L1 SCHOOL DISTRICT LETTER

[USDA/FNS LETTERHEAD]

<Date>

USDA Food and Nutrition Service
Office of Policy Support
3101 Park Center Drive, Room 1014
Alexandria, VA 22302

RE: Interview Requests

Summer Food Service Program (SFSP) Participant Characteristics Study (AG-3198-C-13-0016)

Dear <School district superintendent>:

The Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA) has hired Optimal Solutions Group, LLC (Optimal), to conduct a nationwide study about the Summer Food Service Program (SFSP). The objectives of this study are to ascertain how the SFSP operates at various levels and to describe participant characteristics and examine the differences and factors that affect participation by sponsors and children nationwide.

At the end of the summer, Optimal will conduct one-on-one interviews with some parents/caregivers of SFSP-eligible children who did and did not participate in the Summer Foods Service Program (SFSP). The goals of these interviews are to learn the reasons why parents/caregivers did or did not have their children participate in the SFSP program, how often their children attended SFSP sites, what could be done to improve their attendance, and how they heard about the program.

At this time, **we need your help distributing our recruitment packet to the parents of National School Lunch Program (NSLP) parents/caregivers.** Parents/caregivers who participate will receive a \$25 prepaid gift card as a token of our appreciation. The interview should last 30 minutes and will be conducted over the phone. Optimal will be contacting you soon to gauge your school district's interest in participating in this study and helping us identify eligible participants.

Participation in this study is voluntary. There will be no penalties if you decide not to respond, either to the information collection as a whole or to any particular question. The information you provide will be kept private and will not be disclosed in identifiable form to anyone but the researchers conducting this study or except as otherwise required by law.

The findings from this study will help the FNS better determine which SFSP policies are successful and which need improvement. This information will ultimately help the USDA better serve our nation's youth by providing better service to those in need of a supplemental nutrition program during the summer.

If you have any questions or concerns about your participation in this study, please contact Dr. Mark Turner from Optimal at 877-776-8501 or SFSP@optimalsolutionsgroup.com.

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For questions about the authorization for this study, please contact Dr. Chan Chanhatsilpa at FNS Headquarters at 703-305-2115 or chanhalat.chanhatsilpa@fns.usda.gov.

Thank you for your time and cooperation.

Sincerely,

<FNS contact & signature>